Phoenix Program
Process Definition – Accounts Payable

Revised 8-4-00 replaces 3-11-99 version.

Process	***Bank Recon Run Control***
Process Number	***AP-065***

Description of Process

Each operator that performs bank reconciliation will need a bank recon run control ID established. A Bank Recon run control is used to process bank reconciliation data on line. Run Controls allow you to specify criteria to let the system know what data to process and when and where to process it. Run Controls store the parameters you have set for a process so that the next time you want to run the process you simply enter that run control ID. Each operator will need a separate run control for each process they are permitted to run (i.e., Bank Recon, and Voucher Edit for Recurring Vouchers).

A Run Control ID must be established in all capital letters and can be a maximum of thirty characters. Even when using an existing Run Control enter the Run Control ID in all capital letters because run controls are case sensitive. Once a run control has been established it can be used over and over again. However, it is possible for run controls to become corrupt. If this happens, a new run control would need to be established and the corrupt run control deleted by Financial System Solutions technical staff. If you experience difficulties processing a run control, contact Accounts Payable.

Input to Process

The need to process Automatic Bank Reconciliation information

Output of Process

A Bank Recon Run Control

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Navigation (from any panel)	Edit – Preferences – Run Control
	Process Financial Information – Perform Reconciliations – Use **–** **AutoRecon** Manager is used to manage and monitor all bank reconciliation processes. A Run Control ID is system required to submit the reconciliation for the bank statement selected.

Business Process Description

Process Description	Responsibility (Agency/Centralized)
<u>Step 1:</u> **Create Run Control** Each Operator ID must establish run control to perform automatic ban reconciliation. **Navigation (from any panel) is Edit – Preferences – Run Control. At Edit Run Control pop-up box, click on the New button. At the Run Control ID pop-up box, Enter your run control name and click on the OK button. Run control names cannot have spaces. At the Edit Run Control pop-up box, Select the following:** **Server as the Run Location** **PSUNX as the Server Name** **File as the Run Output** **/tmp/ +P-d as the File/Printer**	Agency
<u>Step 2:</u> **Save the Run Control** At the Edit Run Control pop-up box, click on the OK button to save the run control.	Agency
<u>Step 3:</u> **Perform Automatic Bank Reconciliation** A Run Control ID is system required to submit the bank reconciliation process on the AutoRecon Manager panel. Navigation: GO – Process Financial Information – Perform Reconciliation - Use – AutoRecon Manager. The following fields must be entered: Bank ID, Account #, From Date, Thru Date, Run Cntl. And then click on the flashlight to populate the field values you have indicated. Select applicable Statement ID you wish to reconcile by clicking in the corresponding check box. This will activate the 'Action' buttons at the bottom of the panel. Click on the Recon button to request the PeopleSoft reconciliation process. The reconciliation run control established will process the selected statement. For further information, see the Bank Reconciliation Process Definition.	Agency

Forms Used with Process

N/A

Process Flow Diagram (if appropriate):

N/A

APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Kay Reid	DOAS Project Lead			08-10-00
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